

**DEPARTMENT OF THE NAVY
NAVAL AIR SYSTEMS COMMAND
PATUXENT RIVER, MARYLAND 20670-1139**

**PLAN OF THE WEEK
09 AUG 00 – 15 AUG 00**



**ALL ORDERS, INSTRUCTIONS AND ITEMS OF DEPARTMENTAL INTEREST SET FORTH HEREIN WILL BE
ANNOUNCED AT DEPARTMENT/DIVISION MEETINGS. ALL HANDS ARE RESPONSIBLE FOR READING
THE PLAN OF THE WEEK AND OBEYING APPLICABLE ORDERS.**

**COMMANDER:
VICE COMMANDER:
COMMAND MASTER CHIEF:
COMMAND CAREER COUNSELOR:
DRUG AND ALCOHOL ADVISOR:
OMBUDSMAN:
SECURITY MANAGER:
COMMAND MANAGED EQUAL OPPORTUNITY OFFICER:
NAVAIR DUTY PHONE NUMBER:
NAVAIR INSPECTOR GENERAL HOTLINE:
NAVY FRAUD, WASTE, AND ABUSE HOTLINE:
NAVY SEXUAL HARASSMENT ADVICE LINE:
NAS PATUXENT RIVER, FRAUD, WASTE AND ABUSE HOTLINE:
NAVAIR MILITARY SUPPORT SERVICES WEB SITE:
BUPERS HOME PAGE:**

**VADM J. W. DYER
RADM J. A. COOK
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PNC(SW) DUMAIS, 2-6810
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**NEW SITE UNDER CONSTRUCTION
WWW.BUPERS.NAVY.MIL****

CARRY OUT DAILY ROUTINE WITH THE FOLLOWING ADDITIONS AND/OR DELETIONS

RUEHLIN JUNIOR OFFICER CAREER MANAGEMENT SEMINAR. Ruehlin Associates will conduct a Junior Officer Career Planning and Management Seminar for the National Capital Region on 5 September 2000 at Henderson Hall Theater. It will be held on Tuesday, 5 September 2000 from 1300 to 1600 at the Henderson Hall Theater located just inside Gate 3 (opposite from Navy Annex Gate) across from the Navy Mutual Aid Office. Parking is available. All Lieutenant Junior Grades and Lieutenants, both line and staff corps, preferably within two years of end of obligated service are eligible. Spouses or Fiancées are welcome and are highly encouraged to attend. This Junior Officer workshop provides an unbiased review of the pros and cons of a career in the Navy as compared to a career in the private sector. If you are considering leaving the Naval service this seminar will provide you another reference point to assist you with your decision. The seminar is time well spent. Cost: FREE!!

POC: Contact Director, Navy Staff, Staff Operations/Special Events Office at (703) 695-0126 to make reservations or send an email to peterson.louis@hq.navy.mil. For questions or more information please contact CDR Louis Peterson at (703) 695-0126.

NAVADMIN 202/00 RIGHT SPIRIT CAMPAIGN. The Navy continues to be at the forefront of reducing alcohol abuse which ultimately has an effect on readiness. Alcohol abuse incidents dropped from 6,815 in 1996 to less than 4,000 in 1999. DWI incidents have also been significantly reduced from 1,795 in 1996 to 983 in 1999. 17 sailors were lost to alcohol related motor vehicle fatalities in 1999, the lowest in more than 10 years. The success in continuing the reduction of alcohol abuse in the Navy has not occurred overnight. It has taken a concerted effort by all hands supporting responsible drinking and the concept that *it's ok not to drink*, from the deckplates to senior leadership. These significant results are a product of Navy's Right Spirit Campaign. Right Spirit has been and remains the cornerstone of the Navy's alcohol abuse prevention campaign, and is key to the Navy's ongoing commitment to reducing the effects of alcohol abuse on readiness. We are making a difference, but our work is not finished. The continued success of our efforts to date requires active support and involvement of all hands. Ultimately each sailor makes a personal decision on whether or not to drink; and, if they do so, they know they will be required to drink responsibly. Responsible drinking means the right place, the right quantity, and the right time. Anything less than this creates unnecessary and unwanted risk. All hands know the consequences of irresponsible drinking. Sailors with repeat incidents of alcohol abuse misconduct will be appropriately disciplined and processed for administrative separation.

NAVADMIN 167/00 REVISED THE REQUIREMENT FOR COMMENTS IN PERFORMANCE EVALUATIONS ON RETENTION EFFORTS. There has always been a requirement for Comments on retention efforts and quality of results in FITREPS on Commanding officers and other officers with the responsibility for enlisted personnel. However, retention is a chain-of-command effort, and comments on these efforts also need to be made in FITREPS/EVALS of enlisted personnel in positions of responsibility. Therefore, the Navy Performance Evaluation and Counseling Manual has been changed to read: "In reports on commanding officers, officers, chief petty officers, and leading petty officers, who are responsible for officer and enlisted personnel, comment on efforts and quality of results in fostering a command and workplace environment conducive to the improvement of personnel retention. Consider contribution to personnel advancement, increased educational opportunities, overall career

development, and results of retention excellence award programs. Where appropriate, comment specifically on successful efforts in the retention of junior officers and enlisted."

PAPERLESS LEAVE AND EARNINGS FROM DFAS. In a move to save printing and postage costs, the Defense Department announced E-LES, the electronic leave and earnings statements initiative due to be implemented this September. Initially, DOD civilians and active duty and reserve Marines will be able to view and print their leave and earnings statements through the Employee/Member Self Service (E/MSS). Army, Navy, and Air Force personnel will be added to the E-LES system later in the year. Personnel taking advantage of the E-LES system will be able to view their statements earlier, and they will be able to view the last three pay periods on line. E-LES, *when implemented*, will be accessible through the Internet at <https://emss.dfas.mil> or <http://www.dfas.mil/emss>.

OFFICER TRANSFER-REDESIGNATION AND AUGMENTATION BOARD. NAVADMIN 188/00 refers. This NAVADMIN provides notice of the transfer-redesignation and augmentation board convening 16 OCT 2000, and solicits applications. Redesignation Board applications *must be postmarked no later than 18 August 2000*. Qualified unrestricted line, restricted line, and staff corps officers may apply for redesignation, lateral transfer, and augmentation. Offering lateral transfer opportunities improves retention and is one of the primary means of accessing high quality officers needed to man our specialized restricted line and staff corps communities. Additional eligibility requirements, quotas and timeframes are contained in the NAVADMIN 188/00.

ASSOCIATION OF NAVAL SERVICES OFFICERS (ANSO) CONFERENCE. The Association of Naval Services (ANSO) will hold its nineteenth annual national conference 13-15 SEP 2000 at the U.S. Naval Academy in Annapolis, Maryland. This year's conference theme is "Honoring the Strength of our Past, Embracing the Promise of a New Millennium". ANSO's primary objective is to advance recruitment, retention, and career development of Hispanic and other minority officers in Navy, Marine Corps, and Coast Guard. Further information and conference details are contained in NAVADMIN 187/00.

FITNESS REPORTS AND COUNSELING. Reminder that CDR/O-5 Active/TAR/Inactive fitness reports are due 31 August. Mid-term counseling for LTJg/O-2 should be performed in August. Senior Chief/Chief fitness reports are due 15 September. W2/W1 fitness reports are due 30 September. W4/W3 mid-term counseling should be performed in September.

JAG NOTE. Adverse matters in Officer Fitness Reports and Enlisted Performance Evaluation Reports. If an adverse matter appears on a fitness report of an officer of the Navy and Marine Corps, or in a performance evaluation of an enlisted member of the Navy or Marine Corps, or in related correspondence, the report or correspondence may not be placed in the official record unless the member reported on was first afforded an opportunity to submit a written statement regarding the matter. Any statement submitted by the member shall comply with the regulations prescribed by the Chief of Naval Personnel or the Commandant of the Marine Corps, as appropriate, and shall be couched in temperate language and limited to pertinent facts, and shall not question or impugn the motives of another person. If the person reported on does not desire to make a statement, that person shall so state in writing. Any questions may be directed to Ms. Chastity Dyson at 757-0585, located in Bldg 2272, Room 542.

FAMILY SERVICE CENTER UPCOMING SEMINARS/WORKSHOPS. The seminars/workshops are open to active duty, retired military personnel and their family members, and DOD Civil Service employees and their spouses. There is no charge; however, reservations are necessary, as seating is limited. Also, FSC will bring professional/general development training to your organization that meets your needs, whenever you need them. Please call FSC at 342-4911 for reservations or for more information. For further information see the monthly newsletter or visit the FSC web site at

<http://www.nawcad.navy.mil/fsc>.

Child Care: Reimbursement for E-1 through E-5 is available for workshops. Parents must pick up the necessary paperwork prior to the event.

Retired Activities - Monday-Friday from 1515-1700	Anger Management - Every Wednesday from 1400-1500
Playgroup - Every Thursday from 1130-1230	Movie Night - 1800-2000, Tuesdays, through 29 Aug
Veterans' Benefits Representative - 0800-1100, 10 Aug	It's Your Move - 1500-1630, 10 Aug
Marketing Yourself for a Second Career - 1300-1500, 10 Aug	Women's Health Talk - 1100-1300, 10 Aug
Veterans' Benefits Representative - 0800-1100, 10 Aug	Why Should I Hire You? - 1000-1200, 11 Aug
Breast Feeding Basics - 1000-1400, 12 Aug	Employers Showcase - 1100-1300, 14 Aug
Cleaning and Clearing Base Housing - 1300-1400, 14 Aug	Welcome Guide to Patuxent River - 0900-1200, 16 Aug
Budgeting for Baby - 1000-1200, 23 Aug	Career Decisions - 0900-1100, 29 Aug
St. Mary's County Cultural Heritage Series - 1130-1230, 23 Aug	
Active Parenting Today - 1800-2000, Thursdays, 24 Aug through 28 Sep	

WATCH BILL

DAY OF WEEK	DATE	CDO	SUPERNUMERARY
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WEDNESDAY	9 AUG 00	LT DACZKOSKI	LCDR LOPEZ
THURSDAY	10 AUG 00	LCDR GAHAGAN	LCDR LOPEZ
FRIDAY	11 AUG 00	LT NEVITT	LCDR LOPEZ
SATURDAY	12 AUG 00	LT HART	LCDR LOPEZ
SUNDAY	13 AUG 00	LT HART	LCDR LOPEZ
MONDAY	14 AUG 00	LCDR GAHAGAN	LCDR LOPEZ
TUESDAY	15 AUG 00	LTJG ARNOLD	LCDR LOPEZ
WEDNESDAY	16 AUG 00	LTJG ARNOLD	LCDR LOPEZ

K. J. GARBE
Director, Military Support Services